

OPERATIONAL POLICY MANUAL

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be processed in the following manner:

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:

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Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions.

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

6.2

Requests to Solicitor General

6.3 Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire,

OPERATIONAL POLICY MANUAL

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989** and detailed in section 2 of this policy.

Scope

1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 Ministerial Directives:

"CSIS Use of Human Sources", dated 1 August 1995

"Conduct of Investigation", dated 30 October 1989

1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"



OPERATIONAL POLICY MANUAL

Definitions

1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

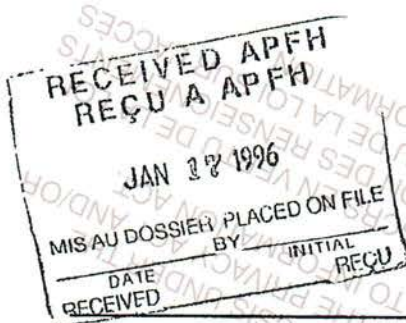
1.9

1.10

1.11 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.12 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation to activities.



OPERATIONAL POLICY MANUAL

2. PRINCIPLES

QUOTE

2.1 The recruitment and use of human sources is to be undertaken only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.2

2.3

2.4

2.5 Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

2.6 As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

3.1.1 The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

3.2

OPERATIONAL POLICY MANUAL

3.3

Headquarters Human Sources (IHS)

3.4 Headquarters Human Sources (HQ-IHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ-IHS of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

4. RECORDS

Human Source Files

4.1

human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

OPERATIONAL POLICY MANUAL

Opening of Files

4.3

4.4 HQ-IHS shall open a file when:

an file is necessary to protect the source's identity:

4.5

OPERATIONAL POLICY MANUAL

4.6

4.7

Use and Handling of Files

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1.5 Ministerial Direction on:

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Conduct of CSIS Investigations (October 30, 1989)

1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"

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OPERATIONAL POLICY MANUAL

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2.2

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3. RESPONSIBILITIES

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3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

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OPERATIONAL POLICY MANUAL

Headquarters Human Sources (HS)

3.4 Headquarters Human Sources (HQ HS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ HS of all significant matters affecting human source policy and operations.

Regional Directors General

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4. RECORDS

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Opening of Files

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Use and Handling of Files

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Preparation of Correspondence

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OPS-204 HUMAN SOURCES - GENERAL

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Policy Objective

1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness. The objective of the Human Source policies and procedures is to provide direction for the operational use and administrative management of human sources.

Scope

1.2 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.3 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.4 CSIS Act

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1.12

1.13 **Minister:** Means Solicitor General of Canada unless specified otherwise.

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2. PRINCIPLES

The Service shall use and manage human sources in accordance with the following principles:

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the CSIS Act.

2.2

2.3

2.4

2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

2.6 Human sources are to be treated ethically and fairly by the Service, in terms of both compensation and handling.

3. RESPONSIBILITIES

Director

3.1 The Director is accountable to the Minister for the overall management of the Service's Human Sources program and is the authority for certain approvals as specified elsewhere in this Chapter.

3.2

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Headquarters Human Sources (HS)

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OPERATIONAL POLICY MANUAL

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Regional Directors General

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4. RECORDS

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the financial part contains only

the general part contains:

Opening of Files

4.3

4.4 HQ HS shall open a file when:

an individual file is necessary to protect the source's identity

4.5

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Use and Handling of Files

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6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters Human Sources (HQ HS).

OPERATIONAL POLICY MANUAL

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Consultation with Minister

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OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness. The objective of the Human Source policies and procedures is to provide direction for the operational use and administrative management of human sources.

Scope

1.2 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.3 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.4 CSIS Act

1.5 CSIS Operations MD March 1, 2001

1.6 Treasury Board Policies

Definitions

1.7 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

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1.10 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

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OPERATIONAL POLICY MANUAL

receives general direction from the Service to provide operational assistance in relation to activities.

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1.13 **Minister:** Means Solicitor General of Canada unless specified otherwise.

1.14 **Factors deemed to constitute high risk:** Include a clear risk to human life, grave damage to Canada's international reputation or severe damage to the reputation of the Service.

2. PRINCIPLES

The Service shall use and manage human sources in accordance with the following principles:

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the CSIS Act.

2.2

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2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

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3. RESPONSIBILITIES

Director

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OPERATIONAL POLICY MANUAL

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Headquarters Human Sources (HS)

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OPERATIONAL POLICY MANUAL

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Preparation of Correspondence

6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters Human Sources (HQ HS).

6.2

Consultation with Minister

6.3 Consultation with the Minister shall normally be by Aide-Mémoire

OPERATIONAL POLICY MANUAL

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2006-05-01

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

- 1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Objective

- 1.2 To provide direction for the operational use and administrative management of human sources.

Scope

- 1.3 This policy relates to the recruitment, development, handling and administration of human sources.
- 1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

- 1.5 *CSIS Act*
- 1.6 Ministerial Direction on CSIS Operations (2001 03 01)
- 1.7 Treasury Board Policies

Definitions

- 1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the *CSIS Act*.

1.9

1.10

- 1.11 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

- 1.12 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation to activities.

1.13

1.14 **Minister:** Means Minister of Public Safety and Emergency Preparedness Canada (PSEPC) unless specified otherwise.

1.15 **Factors deemed to constitute high risk:** Include a clear risk to human life, grave damage to Canada's international reputation or severe damage to the reputation of the Service.

2. PRINCIPLES

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the *CSIS Act*.

2.2

2.3

2.4

2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

2.6 Human sources are to be treated ethically and fairly by the Service, in terms of both compensation and handling.

3. RESPONSIBILITIES

Director

3.1 The Director is accountable to the Minister for the overall management of the Service's Human Sources program and is the authority for certain approvals as specified elsewhere in this policy.

3.2

Director General Human Sources and Ops Support

3.3 The Director General, Human Sources and Ops Support (DG HSOS) is responsible for:

HQ Directors General

3.4 HQ Directors General are responsible for:

developing operational priorities, in respect of
which recommendations on the development and direction of human sources may be made
to regional operational sections; and

informing and HSOS of all significant matters
affecting human source policy and operations.

Regional Directors General

3.5 Regional Directors General are responsible for the overall management of human source operations in the region.

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

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the financial part contains

the general part contains

Opening of Files

4.3

4.4

will open a

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file is necessary to protect the source's identity

4.5

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Use and Handling of Files

4.8

5. REPORTING**Regional Human Source Reports**

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the regions will be transmitted by the appropriate secure means and processed in the following manner:

HQ Human Source Reports

5.2 Unless otherwise specified for a particular policy, all human source reports originating from HQ will be transmitted by the appropriate secure means and processed in the following manner:

Related Functions

- 5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions.

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

- 6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations will be prepared by the HQ operational Branch with the assistance of HSOS.

6.2

Consultation with Minister

- 6.3 Consultation with the Minister will normally be by Aide-Mémoire

2009-09-01

OPS-204-2 PROCEDURES - HUMAN SOURCE**1. INTRODUCTION****Objective**

- 1.1 The purpose of this procedure is to provide instructions for the creation of a human source

Scope

- 1.2 This procedure details authorities responsible human source and identifies the human source

Authorities and References

- 1.3 *CSIS Act*

2. HUMAN SOURCE

3. RESPONSIBILITIES

- 3.1 All employees tasked with the production of a human source must ensure they do so by maintaining ongoing consultations

HQ Branch

- 3.2 The HQ Branch preparing the human source is responsible for:

HSOS.

- 3.3 The HSOS appointed to work on a human source is responsible for:

3.4

HSOS

3.5

Director General Human Sources and Operations Support

3.6 The DG HSOS is responsible for:

4. MANAGEMENT REVIEW

5. HUMAN SOURCE

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2006-10-25

OPS-205 APPENDIX 1 - DDO DIRECTIONAL STATEMENT

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2006-03-30

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES**1. INTRODUCTION****Scope**

- 1.1 This policy relates to the general development and direction of human sources by the Service.

2. RECRUITMENT

- 2.1 Before attempting to recruit a human source, the investigator responsible will determine, to the appropriate extent, the subject's

Limitations

- 2.2 Approval by Headquarters Human Sources and Ops Support (HSOS) will be obtained before attempting to recruit a human source.

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2.5

The approval of the Director General (DG) HSOS is required prior to an attempt to recruit, or accept of operational assistance

Initial Report

- 2.6 When it is necessary to open an human source file (OPS-204, "Human Sources General"), an initial report on the source will be submitted to HSOS and will include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada (OPS-100 to OPS-105,
"Targeting - Section 12 CSIS Act");

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Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields.

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3.8 The approval by will be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

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Payments

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Security

4.8 All contact between employees and human sources will be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

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SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

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PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
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À L'INFORMATION

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PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

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PROCESSED BY CSIS UNDER THE
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ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
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À L'INFORMATION

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À L'INFORMATION

5.7

Payment for Information

5.8 A human source may receive payment for information obtained during a operational

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PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
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À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

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2.4

The approval of HQ OHS is required prior to an attempt to recruit, or acceptance of operational assistance

The approval of HQ OHS is also required prior to an attempt to recruit any individual

OPERATIONAL POLICY MANUAL

Initial Report

- 2.5 When it is necessary to open an human source file (see OPS-204, paragraph 4.3), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

- 3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

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OPERATIONAL POLICY MANUAL

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3.5

Sources in Sensitive Sectors

3.6 The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions":

Approval by _____ shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Payments

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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OPERATIONAL POLICY MANUAL

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À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

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OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by HQ-IHS shall be obtained before attempting to recruit a human source

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2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

Initial Report

2.6 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

, and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

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Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, Special Restrictions" fields. See OPS-206, "Human Sources -

OPERATIONAL POLICY MANUAL

3.8 The approval by _____ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Payments

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

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OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

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2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

Initial Report

2.6 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

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3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, Special Restrictions" fields. See OPS-206, "Human Sources -

OPERATIONAL POLICY MANUAL

3.8 The approval by _____ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Payments

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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REPLACES

OPS-205, 1995-10-31/1996-02-29

OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

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2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual.

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

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Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, Special Restrictions" fields. See OPS-206, "Human Sources -

OPERATIONAL POLICY MANUAL

3.8 The approval by _____ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

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Payments

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OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive operational

payment for information obtained during a

OPERATIONAL POLICY MANUAL

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OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

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2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraphs 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

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Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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OPERATIONAL POLICY MANUAL

3.8 The approval by _____ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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OPERATIONAL POLICY MANUAL

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4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

OPERATIONAL POLICY MANUAL

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5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

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OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to

2.3

2.4

2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

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The approval of HQ IHS is also required prior to an attempt to recruit any individual

2.6

Initial Report

2.7 When it is necessary to open an : human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS on the general file

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

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3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions"